Outline Summary

I.   **Program or Course of Study (Title and Program Code)**

II.   **Program Description and Purpose (related information including equipment, facility, length of program, etc.)**

III.   **Task Lists**

IV.   **Scope and Sequence**

V.   **Course Descriptions and Content**

VI.   **Competency Listing by Instructional Area**

       A. Major Sections or Duty Areas

       B. Units

          1. Unit Objective--Major Competency
          - Performance Objective (individual tasks written in measurable terms)

          2. Specific Objectives (sub-competencies or steps written in measurable terms)

          3. Includes other instructional materials used in the program; such as information sheets, job sheets, student handouts, tests, lesson plans, etc.

VII.   **Student Profile**

VIII.   **Supplemental Information**